

FACILITIES ENGINEER

GRADE: 16

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Facilities Engineer performs difficult technical work in the maintenance and repair of all building and support equipment for the operation of City buildings, recreation centers, and parks facilities. Work involves repair and preventive maintenance of heating, ventilation, air conditioning (HVAC), refrigeration, minor electrical, plumbing, irrigation, and other assorted mechanical and minor electrical equipment. The person in this position is afforded a certain degree of independence and discretion with work being reviewed by the Facilities Maintenance Supervisor.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Performs preventive maintenance, repair, and minor overhaul work on HVAC, refrigeration, minor electrical, plumbing, and irrigation systems at all City locations.
- Installs minor electrical, plumbing, HVAC, and refrigeration equipment at City buildings, facilities and parks.
- Prepares HVAC, refrigeration, irrigation, and plumbing systems for winter and summer operations in City buildings and parks.
- Coordinates contracts on repair work in respective areas at City facilities.
- Conducts tests and inspections of mechanical equipment.

- Stands on call for emergency situations and repair work during normal work hours, evenings, weekends, and holidays.
- Keeps records of supplies and materials used, makes purchases, meets with supervisor to discuss projects. Writes periodic reports.
- Provides supply and time expenditures on all work orders.
- Maintains inventory of supplies.
- Acts as facility maintenance supervisor in absence of the supervisor.
- Performs related work as required.
- Responsible for preventive and corrective maintenance requirements on HVAC, plumbing, refrigeration, minor electrical, and irrigation systems in City buildings and facilities.
- Works with contractors on some repair work.
- Responsible for maintaining parts and tool inventory for routine and emergency repairs to a variety of equipment.
- Responsible for working with other supervisors in handling emergency and routine repairs.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and three years of general building and equipment maintenance experience, two years of which must have been in a responsible leadership role in the building maintenance services. Must have or be able to obtain an approved basic HVAC and plumbing maintenance certificates within one year of employment. Possession of an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of standard practices and tools of HVAC, refrigeration, minor electrical, plumbing and irrigation trades.
- Considerable knowledge of the operating principles of HVAC, controls, air handlers, minor electrical, plumbing, and irrigation equipment and related mechanical equipment.
- Knowledge to adapt available tools and parts to specific repair problems and return needed equipment to service as rapidly as possible.
- Ability to work well under pressure, handle emergency situations and provide courteous service.
- Ability to record repair and service operation of equipment on a routine basis.
- Ability to diagnose, trouble-shoot, and locate defects in a wide variety of equipment.
- Ability to read and interpret blueprints, technical reports, manuals, correspondence, and reports.
- Ability to organize work efficiently.
- Ability to apply technical principles to solve practical problems in a timely

manner.

- Ability to interpret wiring and mechanical diagrams and to see different colors.
- Ability to perform basic masonry skills.
- Ability to maintain a safe work site and observe all safety practices.
- Ability to work well with all levels of management.